

Department of Finance and Administration

Mississippi Management and Reporting System

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TO: Agency Accounting Directors
Agency Payroll Officers
Agency Security Contacts

FROM: Cille Litchfield, Chief Systems Information Officer
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DATE: April 21, 2008

SUBJECT: Supplemental Payroll Reports to FMVIEW

In February 2007, the Department of Finance and Administration (DFA), Office of Fiscal Management (OFM), Bureau of Financial Control (BFC) issued a payroll policy change removing the requirement for agencies to fax a GEN SAAS/CALCPAY DISTRIBUTION DIFFERENCE REPORT to the BFC Payroll Office for their regular payrolls. This policy has now been extended to include supplemental payrolls.

As with regular payrolls, supplemental payroll reports from agencies' preliminary and final payroll runs will go to FMVIEW for printing effective May 1, 2008. The reports may be viewed in FMVIEW or printed to an agency printer by an approved agency employee. Supplemental payroll reports should be handled exactly like regular payroll reports. A listing of the SPAHRS supplemental reports can be found on the MMRS website under Applications – FMVIEW – SPAHRS Reports.

Agencies may select FMVIEW print options for Agency run payrolls to automatically print on their printer without user intervention by completing form #4106 *FMVIEW Agency Run Payroll Print Declaration*. Agencies may select automatic print options for Agency run preliminary and final **regular** payrolls, as well as, Agency run preliminary and final **supplemental** payrolls. Refer to the MMRS website under Applications - FMVIEW - Security to download the form and the instructions if you wish to select this option. All Agency run payroll reports will still be sent to FMVIEW, even if you choose to have them automatically print, and will be available for reprinting for three (3) months.

Travel payrolls will be implemented with the same options at a later date. You will be notified via the SPAHRS banner screen and the MMRS website of the implementation date for travel payrolls.

Questions should be directed to the MMRS Call Center at mash@dfa.state.ms.us or 601-359-1343.